

# Disability Statement Longden Ltd July 2007

## Purpose

This document is intended to be a guide to the services and provision available to candidates with disabilities at Longden Ltd. It is intended for use externally by candidates, parents or carers, the careers service, health services, social services and other agencies as well as internally by candidates and Longden staff. It is acknowledged that, because of its format, this document may not be accessible to all candidates. A summary of the Disability Statement can be made available in large print, on tape, as a version in symbol and on disk. Please ask for help.

In this document we have used the term 'candidates with learning difficulties and/or disabilities', and by this we mean candidates who, because of a learning difficulty and/or disability, will need specific provision or services.

Longden encourages applications from **all people with learning difficulties and/or disabilities**.

Our aim is to make it easier for you to study with us and to achieve your learning goals.

We want Longden and its courses to be as accessible as possible to our whole community. That is why we are committed to providing **sensitive and individual support** for all our candidates.

If you have a learning difficulty or a disability, you may need additional support to obtain access to the learning facilities. You may discuss your particular needs confidentially with a member of staff. Any cost implications can be discussed at this meeting. Longden Ltd will be clear about what it is able to fund and what may need to be funded or provided from other sources.

## How to Apply

If you would like to join one of our courses, there are people who can help you through the admissions process. You may be asked to complete an application form. If this is difficult for you to do yourself then you can get help from the an assigned assessor, or you may want to ask someone you know well to help you. There is a box on the application form for you to indicate if you require any special help at interview - for example, a communicator or someone to help and support you with this. For full time programmes, you will be asked to attend for an interview. Any help you are given during the Admissions process can be confidential if you wish.

You can contact us by calling in to see us, by telephone, letter or by e-mail. There is space on the application form for you to indicate if you have any additional learning needs. If you tick this box your needs will be followed up by the Co-ordinator for Candidates with Additional Needs.



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## What kind of support can we offer?

### Support for learning

All candidates have a Personal Assessor. Your Personal Assessor is here to support you in your studies, to provide advice, guidance and information, and is your main contact on the programme. You will meet regularly to discuss your progress and identify where you are doing well, what you need to work on and obtain help with, and any additional support you may need to complete your studies.

You are entitled to a discussion of your needs for additional support before joining a course of study, following which an additional support programme may be set up.

We will let you know what support is available for you before your learning programme starts. The support programme is reviewed with you regularly to ensure that it is working properly.

Here are some examples of how we can help:

- Support from a learning assistant in and out of class
- Support through the our partner organisations for numeracy, literacy or English as a second language
- Adaptation of materials e.g. large print, tapes etc
- Adjustments to the length of programmes of study
- Loan of specialist equipment
- Technical support
- Reader/note taker if you are blind or partially sighted
- British sign language/sign supported English Communicators if you are deaf



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## Support with using equipment

Longden through Solihull College has a wide range of equipment available for student use. A particular piece of equipment is sometimes needed to enable candidates with disabilities to gain full access to their programmes of study. The College has a special fund of money to purchase equipment of this type for loan to candidates with disabilities. If you think you may need specialist equipment, you should make your needs known as soon as possible. You may be asked to arrange your own insurance whilst the equipment is on loan to you.

Our range of specialist equipment includes:

- Computers with software such as *Read and Write* for candidates with dyslexia
- Large screen monitors
- Screen magnifiers
- Screen and text readers (for blind computer users)
- Specialist keyboards or input devices
- Dedicated laptops
- Dictaphones
- Spell checkers and thesauruses
- Voice input software
- Scanners and digital cameras
- Portable CCTV
- Minicom systems (where appropriate)

The College also has a text only version of the main website. The ICT Support team can customise your desktop view to meet your specific need – e.g. the visual appearance of the desktop and keyboard input preferences.

**Once the course has started**, you can discuss with your personal assessor and/or subject tutor any difficulties, which you may be experiencing on the programme. You may ask



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for someone to help and support you with this, if necessary, and for the Coordinator for Candidates with Additional Needs to be involved in these discussions.

Candidates intending to follow a higher Education or Government funded training programme should discuss their additional needs at their initial interview, since a funding application to the relevant agency may need to be made.

### Specialist advice

Solihull College and Longden can provide candidates with specialist advice and support. The College has guidance workers who are able to discuss your learning needs with you and give advice on what we can offer. Please ask for an appointment at our Student Information Centre.

We have links with a range of agencies such as:

Educational Psychology Service  
Specialist Advisors for the Careers Service  
Autism West Midlands  
RNIB  
RNID  
MIND  
Connexions  
TechDis

### How to ask for support

After your first meeting we can offer a more detailed assessment and prepare a support plan which will meet your individual needs.

We want you to let us know as soon as possible if you require support. This will give us the maximum time available to make arrangements. However, if you decide you need support during your course, you can still contact us.

If you feel you need support, please contact:

- **Carole Longden.**

### Disabled Candidates' Allowance

Many candidates on HE courses who have a disability or learning difficulty may be eligible for funding from the Disabled Candidates' Allowance (DSA). DSAs are intended to cover any additional costs which are incurred as a result of a disability and may include the provision of equipment (computer, etc) and support, if required.



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## Basic Skills/ Skills for Life

If you would like to improve your reading, writing and/or number skills, you can attend some of the workshops at your local college in individual tutorials or group sessions.

For full details please contact Carole Longden.

## Examination and assessment

You may need to take an examination or other assessment as part of your studies. It is essential that you discuss your individual needs as soon as possible, especially as external bodies need to be contacted. Longden Ltd must make formal applications by dates set by the Examination Boards if candidates are to be given special arrangements.

A few examples of these arrangements are:

- using easily accessible rooms;
- the use of readers and scribes;
- signing support;
- extra time; and
- enlarged print or Braille question papers.

It is usually necessary to let the assessor have supporting evidence of your need for special arrangements, such as copies of any assessments you may have had in the past, or medical evidence.

People with long-term or short-term disabilities can take advantage of the special arrangements, which normally have to be approved in advance by the appropriate examination board.

## How can I complain if I'm not satisfied with the support provided?

We hope that you will have a positive and successful time on your programme, but things can go wrong at times. If this happens, we want you to let us know. Your complaint could cover a range of issues including: -

- **Academic support**
- **Pastoral support**
- **Services and facilities**
- **Unacceptable treatment from members of the Longden Team**



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You may feel unhappy about the way you have been treated by staff or candidates. If this is the case, you can approach your complaint in a number of ways, which are set out in our Complaints Procedure. If you have any difficulty with communication, you can ask someone of your choice to help you make your complaint. For example, you can ask a friend, guardian, carer or colleague to complain on your behalf.

If you are not satisfied with how your complaint has been handled, you may contact the MD. If you have been through all the procedures and are still not satisfied, you may contact the Learning and Skills Council at [www.lsc.gov.uk](http://www.lsc.gov.uk).

